

## **INSTRUCTOR AS EVALUATOR AGREEMENT**

### ***For Practical Skill Testing***

Office of the Arizona State Fire Marshal

I acknowledge that I have read and understand the following agreement regarding practical skill certification examinations. I also acknowledge that I have read and understand the *Evaluator Guidelines and Procedures for Practical Skill Examinations*. I understand that efforts will be made to ensure that an individual who instructed a particular skill is not responsible for evaluating the same skill. I agree to abide by the policies and procedures established for practical skill certification examinations conducted for the Arizona Fire Service Certification System.

I understand that if at any time I do not uphold the policies and procedures of the Arizona Fire Service Certification System, my certification as an Instructor/Evaluator may be revoked, and my status as a skill test evaluator may be terminated. I further understand that serving as an evaluator is a privilege, and the State Fire Training Director may revoke or suspend my responsibilities as a practical skill evaluator at any time.

I acknowledge that my overall responsibility as a practical skill evaluator is to facilitate an equitable and objective testing environment for candidates by:

- Maintaining order of the testing environment, testing materials, and candidates.
- Discouraging activities considered cheating or giving an unfair advantage to any of the testing candidates.
- Maintaining an objective position with all candidates involved in the certification examination process.

I acknowledge that my specific responsibilities include, but are not limited to:

- Maintaining the security of all test materials and the test site at all times.
- Arriving at the test site as scheduled to participate in the pretest briefing.
- Conducting the testing process as approved by the OSFM.
- Following the written procedures for skill test evaluators to ensure objective evaluation of skills.
- Providing students instructions and rules regarding the examination.
- Answering questions about the examination instructions.
- Maintaining a testing environment that is free of distractions.
- Checking testing forms for completeness.
- Returning all testing materials to the OSFM proctor.
- Assisting, as necessary, the OSFM audit process.

I understand my responsibilities as an evaluator and agree to abide by the policies and procedures to the best of my ability.

<b>Evaluator Name:</b>	
<b>Signature:</b>	<b>Date:</b>

Revised 5/05